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## PREFATORY NOTE

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To supersede first issue of May, 1903 (rules 1-2) and second issue of March, 1905 (rules 1-11) Corrections and amendments which affect rules so far issued on cards are included in this the third issue in pamphlet form.

Beginning with the rules for "Collation" and "Series note," dated April 20, 1903, the Catalog Division has issued and will continue to issue from time to time some of its special rules and illustrations, mainly supplementary to Cutter and the A. L. A. rules.

The printed rules will be issued in two forms:

- (1) On cards.
- (2) In pamphlet form.

A copy of each card will be sent free of charge to subscribers for the L. C. cards; copies may be ordered by others from the Card Section in the same manner as the regular cards. The price will be the same—two cents for the first card and one-half cent for each additional card required for any rule. Cards may be ordered in sets, or for any one rule by quoting name or number of rule.

A copy of the rules in pamphlet form will be sent free of charge to subscribers to the cards. Additional copies may be purchased at 5 cents each, from the Library of Congress (to be charged against deposits for printed cards if desired) or from the Superintendent of Documents.

*Washington, D. C.*

*April 10, 1906*



## SPECIAL RULES ON CATALOGING.

### COLLATION.

(Rule 1, printed April 20, 1903—To supplement Cutter, § 276-280, and A. L. A. rules, Advance edition, § 67-73)

The collation is to be given in a separate line immediately after the imprint (*i. e.* after place, publisher, and date) and in the following order: 1st, paging; 2d, illustrations; 3d, size.

#### I. PAGING.

1. Paging is to be given for works of one volume only.
2. When a work consists of more than one volume, give the number of volumes. If the volumes are paged continuously, add a note giving the paging:

2 v. 24<sup>cm</sup>.

Paged continuously; v. 1: v, 536 p.; v. 2: 1 p. l., 537-999 p., 2 l.

3. Give unnumbered printed pages in brackets:

vi, [4], 256 p.

xiv, [12], 450 p.

8 p. l., 360, [16], p.

4. Give unpagéd matter as leaves when one side of the leaf is blank:

xii p., 2 l., 192 p.

*See also 5.*

5. Half-title, title, preface, contents, or other preliminary matter, when not included in paging, is to be specified as *preliminary leaves*:

3 p. l., 350 p.

1 p. l., vi p., 1 l., 608 p., 2 l.

When the actual number of preliminary pages is either greater or smaller than that indicated by the first numbered page, write:

4 p. l., [iii]-xii p. not 3 p. l., xii p.

5 p. l., xv-xx p.

but vi, 351 p. not 2 p. l., [v]-vi, 351 p.

6. Give numbered leaves as follows:

218 numb. l.

10 p. l., 112 numb. l., 3 l.

2 p. l., x p., 180 numb. l., 4 p.

7. When preface, contents, etc., are paged in Roman write:

xii, [13]-240 p. not 240 p.

*See also 5.*

~~SECRET~~

~~TOP SECRET~~

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~~76- [REDACTED] - [REDACTED]~~

1. The purpose of this report is to provide information on the status of the project and to recommend a course of action.

THAT THE INVESTIGATION OF THESE CASES IS BEING HANDLED BY THE  
BUREAU OF INVESTIGATION OF THE DEPARTMENT OF JUSTICE AND THAT THE  
RESULTS WILL BE FURNISHED TO YOU.

~~Pls. disregard above info as it relates to the~~

10 31 22 THE NEW YORK

[illegible]

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1. When the work contains the following: (a) the same material  
be mentioned in the work and the same

STATE DEPT. OF AGRIC. & NAT. RES.

1911

STATE DEPT. OF AGRIC. & NAT. RES.

When there are no more volumes in a series which have  
continued until the 22nd May 1961:

1 - mine  
2 - mine  
3 - mine  
4 - mine

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 05-11-2010 BY 60322 UCBAW



COLLATION—Continued.

4. When the number of plates, maps, etc., can be easily ascertained, *e. g.* when they are numbered, listed, or collected, or, if distributed through the text, when they are on heavy paper, state the number:
  - a. As given in the book:
    - 2 pl., 1v maps.
    - xliii pl., 8 maps.
    - front., 30 pl. (facsim.)
    - illus., 10 facsim. on 6 pl.

When the actual number differs, add it in curves:  
lxxx (i. e. 83) pl., 8 maps.
  - b. As ascertained by count, giving the number in Arabic:
    - 30 pl., 6 port., 3 maps.
  - c. When there are two or more volumes and the plates, etc., are numbered separately in each volume, give the total in Arabic figures, thus:
    - 3 v. 40 pl.
    - not*
    - 3 v. x, xvi, xiv pl.
  - d. In cataloging an imperfect copy give in the collation the number of plates, etc., which the book should contain, and in a note state the defects of the copy in question.
5. When the illustrations in the text include portraits, maps, facsimiles, etc., which form an important feature of the book and which would not otherwise be brought out, they may be specified in the collation as follows:
  - 2 p. l., 296 p. illus. (incl. ports., maps, facsim.)
  - iv, 348 p. illus. (incl. ports., facsim.) plates, maps.

When portraits or any other particular kind of illustrations occur both in the text and in the form of plates, those in the text need not be specified:

  - illus., ports.
  - not* illus. (incl. ports.) port.
  - illus. (incl. maps) ports., facsim.
  - not* illus. (incl. ports., maps) port., facsim.
6. For mathematical or mechanical diagrams use abbreviation "diagr."
  - not* "illus."

III. SIZE.

1. Give the height of a book (of the cover if bound) in centimeters, exact to one-half centimeter. Thus, if the exact height be
 

169 <sup>mm</sup> (16.9 <sup>cm</sup> )	write 17 <sup>cm</sup> .
170 <sup>mm</sup> (17 <sup>cm</sup> )	17 <sup>cm</sup> .
171 <sup>mm</sup> (17.1 <sup>cm</sup> )	17 <sup>cm</sup> .
172 <sup>mm</sup> (17.2 <sup>cm</sup> )	17 <sup>cm</sup> .
173 <sup>mm</sup> (17.3 <sup>cm</sup> )	17½ <sup>cm</sup> .
174 <sup>mm</sup> (17.4 <sup>cm</sup> )	17½ <sup>cm</sup> .
175 <sup>mm</sup> (17.5 <sup>cm</sup> )	17½ <sup>cm</sup> .
176 <sup>mm</sup> (17.6 <sup>cm</sup> )	17½ <sup>cm</sup> .
177 <sup>mm</sup> (17.7 <sup>cm</sup> )	17½ <sup>cm</sup> .
178 <sup>mm</sup> (17.8 <sup>cm</sup> )	18 <sup>cm</sup> .
179 <sup>mm</sup> (17.9 <sup>cm</sup> )	18 <sup>cm</sup> .

## COLLATION—Continued.

If it is desired to give the exact measurement of a plate, map, or an extraordinary book (*e. g.* "microscopic" edition) give the size in millimeters, as:

271 x 345<sup>mm</sup>.

2. When books are "narrow," "square," or "oblong," or otherwise of very unusual size, give both dimensions, as:

17 x 10<sup>mm</sup> (a narrow book, width less than  $\frac{1}{2}$  height)

17 x 14<sup>mm</sup> (a square book, width more than  $\frac{1}{2}$  height)

17 x 28<sup>mm</sup> (an oblong book, width more than height)

3. When there are two or more volumes of the same work differing in size write:

2 v. 18<sup>mm</sup> (v. 2: 15<sup>mm</sup>)

5 v. 25<sup>mm</sup> (v. 1, 4: 23<sup>mm</sup>)

3 v. in 1. 22<sup>mm</sup> (v. 1-2: 19<sup>mm</sup>)

4. When several pamphlets or works of different sizes are bound together write:

Haddonfield, N. J.

Grand centennial celebration, July 4th, 1876, at Haddonfield, N. J. Programme. Philadelphia, W. Mann, printer, 1876,

41 p. 19<sup>mm</sup>. With Clement, John, Revolutionary reminiscences of Camden County. Camden, N. J., 1876. 25<sup>mm</sup>,

5. In the case of serials varying sizes may be indicated thus:

24 v. 18-24<sup>mm</sup>.

The extra size of a given volume or volumes may be specified, when practicable, in the contents or in a note.

6. When an atlas or a portfolio of plates accompanying any given work is not to be cataloged separately, it is to be noted immediately after the collation of the work itself.

- a. When, as is usually the case, the atlas and the work are of different sizes write:

3 p. l., 100 p. illus. 25<sup>mm</sup>. and atlas of 40 pl. 27½<sup>mm</sup>.

4 v. 24<sup>mm</sup>. and portfolio of 24 pl. 30<sup>mm</sup>.

ix p., 1 l., 360 p., 1 l. front., illus. 18<sup>mm</sup>. and atlas. 23 x 25<sup>mm</sup>.

5 v. 20<sup>mm</sup>. and atlas of 18 pl., 14 maps. 28<sup>mm</sup>.

- b. When they are of the same size write:

2 v. and atlas. 24<sup>mm</sup>.

1 p. l., vii, 400 p. and atlas. 26<sup>mm</sup>.

## SERIES NOTE.

(Rule 2, printed April 20, 1903)

1. The series note is to be given immediately after the collation in the form in which it occurs on the t.-p. Its omission from the title is to be denoted by elision marks (...)

Hale, Susan.

... The story of Mexico, by Susan Hale. New York, G. P. Putnam's sons; etc., etc. 1889.

xvi, 428 p. col. front., illus., fold. map. 20<sup>mm</sup>. (The story of the nations. (v. 23))

## SERIES NOTE—Continued.

**Thilenius, Georg]**

... Ethnographische ergebnisse aus Melanesien. Von Dr. G. Thilenius ... Halle, Druck von E. Karras; Leipzig, In commission bei W. Engelmann, 1902—

v. illus., pl., fold. map. 32<sup>m</sup>. (Nova acta. Abh. der Kaiserl. Leop.-Carol. deutschen akademie der naturforscher, bd. LXXX, nr. 1— )

II. When the series is not given on the t.-p. the form in which it appears is to be specified as follows:

1. When it occurs on a special t.-p., on the half-title, or on the cover, write in the usual place:

a. (*Added t.-p.*: Les littératures populaires de toutes les nations ... t. XLIV)

b. (*Half-title*: ... Early English text society. Extra series, no. LXXXII. 1901)

c. (*Half-title*: Riverside edition. The writings of ... Whittier, v. 7)

d. (*On cover*: True stories of great Americans)

e. (*On cover*: The complete writings of Theodore Roosevelt)

Repeat the author's name in the series note when the latter would otherwise be ambiguous, thus:

**Pérez Galdós, Benito]** 1845—

Miau; por B. Pérez Galdós. Madrid, Impr. de la Guirnalda, 1888.

432 p. 19<sup>m</sup>. (*On cover*: Novelas españolas contemporáneas por B. Pérez Galdós)

If the authorship is self-evident, omit the author's name; as

(*Half-title*: Complete works ... v. 8)

not

(*Half-title*: Complete works of William Wordsworth, v. 8)

When the series entry is other than a title entry, i. e. an entry under author, editor, publisher, society, etc., the latter should be included in brief form in the series note, thus:

**Hawes, Stephen, d. 1523?**

The pastime of pleasure ... by Stephen Hawes ... London, Printed for the Percy society, by T. Richards, 1845.

2 p. l., xii, 220 p. 19<sup>1</sup>/<sub>4</sub><sup>m</sup>. (*Added t.-p.*: Percy society. Early English poetry ... 1846. vol. xviii)

2. When the information is obtained from publisher's list in the book, or from outside sources, use brackets instead of curves; as  
[International scientific series, v. 15]

III. When the series title occurs both on the regular t.-p. and on a separate t.-p. the following form is to be used:

**Aust, Emil.**

... Die religion der Römer. Von Emil Aust. Münster i. W., Aschendorff, 1899.

viii, 268, [1] p. 24<sup>1</sup>/<sub>2</sub><sup>m</sup>. (*Added t.-p.*: Darstellungen aus dem gebiete der nichtchristlichen religionsgeschichte. xiii)

Series title also at head of t.-p

## CALL NUMBERS.

(Rule 3, printed Aug. 12, 1903)

1. When a book is a complete and independent publication, is not bound with another work and not issued as part of a periodical, series or other publication, the call number for the book is to be written in the upper left corner of the catalog card.
2. When a book is bound with another work or issued as part of a serial or other publication, and the latter is kept together as a set, the call number is not to be written in the upper left corner of the card but in the left margin opposite the series note or title of the work with which the book in question is found.

## Examples :

**Conway, James J.**

... The beginnings of ecclesiastical jurisdiction in the archdiocese of St. Louis, 1764-1776. By Rev. J. J. Conway, s. J. St. Louis, The Society, 1897.

F461 40 p. illus. (incl. port., map) 23<sup>cm</sup>. (Missouri historical society. Collections, v. 1, no. 14)  
M66

**Müntz, Eugène, 1845-1902.**

... Recherches sur l'œuvre archéologique de Jacques Grimaldi. (In Duchesne, L. [M. O.] Étude sur le Liber pontificalis ... Paris, 1877. 23<sup>1/2</sup>cm. p. 225-269)

40  
Bibl. Bibliothèque des Écoles françaises d'Athènes et de Rome, fasc. 1, II.

3. Call numbers are to be placed on all series cards. When the series is kept together write the call number in the upper left corner. When the various works are separately classified and shelved with the different subjects, the call numbers for the individual works are to be placed in the left margin opposite the titles to which they refer.

When the Library has two sets of a series, the first of which is kept together and the volumes of the second are classified and shelved separately according to their respective subjects, the call numbers for the individual volumes of this second set are to be given on the card or cards containing the summary of the set, thus:

The Library has a second set, the volumes of which are shelved according to subjects, as follows :

Z154.A54 = v. 1.  
GE135.S12 = v. 2.  
GL254.G32 = v. 3-4.

In listing the second set the titles of the individual volumes are not to be repeated when the volume numbers are ascertainable. When the volumes are not numbered, the second set is to be listed in the briefest manner, by giving the call numbers of the individual volumes in conjunction with author's name or brief title. These cases are always to be referred to the reviser.

## ANNOTATION.

(Rule 4, printed Jan. 7, 1904)

The distinction between cataloging and the more strictly bibliographical work of annotation is not to be lost sight of. It should be borne in mind that the ideal entry for the card catalog is the one in which everything (author, title, collation, *necessary notes* and added entries) can go on a single printed card, which usually will carry as much as the face of two or three manuscript cards, or of two cards with an average number of added entries on the back. Naturally, certain old and rare books, collected works and books covering a large number of subjects will need fuller treatment and consequently require a second or third printed card. But reprints can not be treated with the same degree of fullness, and long notes on modern works in general are to be avoided.

## RECATALOGING.

(Rule 5, printed Jan. 7, 1904)

1. *By classes.*—Sections will be assigned for recataloging in the order of their sequence on the shelves. The shelf-list sheets for any given subdivision are to serve as a guide in the withdrawal of cards from the official and public catalogs. The following designations have been used in the shelf-list:

A check mark (✓) above the entry word denotes that the work is represented by a ms. card or cards in the old author catalog only.

The abbreviation "cat." in the first column denotes that the card has been printed, new numbers and subject headings assigned.

The abbreviation "T. C." denotes that a temporary entry has been written for some pamphlet or ephemeral publication which, while classified, is not to be regularly cataloged unless approved by the reviser.

N. B.—As a rule, no cards are to be withdrawn when titles are checked "cat." or "T. C." The books are nevertheless to be removed from the shelves in order that the section may be retained intact.

2. When cards have been printed, but the main card in the official catalog shows that no subject has been assigned, or that only one or more preliminary subject headings have been assigned (indicated by the abbreviation "p. s.") and that call numbers are to be changed, the procedure is as follows:

(a) All author and subject cards in the official catalog, *i. e.* all cards which contain shelf-marks, are to be withdrawn.

(b) The main card is to be compared with the book in order that attention may be called to possible discrepancies and errors. If no actual error is found and no subject headings are to be added, the changes to be made are usually the following: 1. The shelf-mark\* is to be changed. 2. The author's name is to be inserted in the title in the form in which it appears on the title-page. 3. The imprint, collation and series note are to be made to agree with the printed rules (Suppl. rules 1-2, April 20, 1903, and 12, Aug. 30, 1905). The cards are then to be forwarded to the section charged with additions and corrections of cards in the public catalog.

\*In copying shelf-marks which contain a decimal figure in the section number, write the decimal on a separate line, *e. g.* DA308 .5 not DA308.5.

## RECATALOGING—Continued.

(c) When no subject or only a preliminary subject or subjects have been assigned, the necessary headings are to be added, the letters "n. s." being prefixed to each. The cards are thereupon to be forwarded with the book to the ~~reviser~~, in order to insure revision of all new subject headings.

3. When the entry has not been printed, all cards from the old author catalog, as well as from the official catalog, are to be withdrawn. In preparing the main card for printing it is to be submitted to a careful revision by the cataloger as well as the reviser. It is not to be rewritten provided the necessary additions and corrections can be made without impairing the legibility of the entry.

N. B.—Cards in the old author catalog marked with a "C" in the upper right-hand corner are represented by typewritten copies in the official catalog. In the latter any date earlier than Jan. 1, 1901, stamped on the face of the card indicates that a copy is to be found also in the old author catalog.

4. When books are missing the following method of procedure is to be observed: If no other entry than the one in the old author catalog is found, the cards are to be withdrawn and copied on standard-size "temporary cards" for the public catalog as nearly as possible in accordance with the present form of entry. The old "large" card is to be retained as a memorandum and to be turned over to the Chief of the Division. Abridged copies will be made for the official catalog and card shelf-list. Catalogers are not to make these copies. The date on which the book is found to be missing is to be pencilled in the left margin of each card.
5. When works have been analyzed, care must be taken to withdraw all *mixed notes*, *analyticals* and *non-references*. In the old author catalog, particularly when the authors' surnames have been underscored in the contents, a search is to be made for analytical entries. When these are found the reviser shall decide on one of two courses:
  - (a) Analyticals to be withdrawn and revised for printing.
  - (b) Analyticals to be withdrawn and copied for the public catalog, but not to be revised for printing.
6. In cataloging a new accession of which the Library already possesses one or more editions, the latter are to be recataloged immediately, provided they bear the shelf-marks of the new classification.
7. Information of any kind concerning author, book, edition, etc., given on old cards, whether in the form of notes or incorporated in the entry, must not be ignored in rewriting entries or adding to them: it is never to be cancelled without being referred to a reviser.

NOTE.—The above will replace the corresponding rules of Sept. 28, 1891, Dec. 26, 1891, March 7, 1902, and Feb. 28, 1903.

**ADDED ENTRIES** (*not including subject entries\**)

(Rule 6, printed Jan. 7, 1904)

Hereafter the added entries for joint authors, editors, translators, etc., are to appear on the face of the printed card. Special care is therefore to be taken to write these entries on the back of the card in the exact form in which they are to appear as headings in the catalog. They should also be numbered, in black ink, in the order of their importance, so that they may be easily distinguished from other notes. The following abbreviations will be used:

joint author (not abbreviated)  
 compiler = comp.  
 editor = ed.  
 joint editor = joint ed.  
 illustrator = illus.  
 publisher = pub.  
 translator = tr.

**EXAMPLES:**

- A. I. Hill, Alfred E., *joint author*.
- II. Hill, Arthur F., *joint author*.
- B. I. Hayes, Matthew Horace, 1842- *ed.*
- C. I. Bourquelot, Louis Félix, 1815-1868.
- II. Louandre, Charles Léopold, *b.* 1812.
- III. Maury, Louis Ferdinand Alfred, 1817-1892.
- D. I. Daughters of the American revolution. *Ohio. Western Reserve chapter, Cincinnati.*
- II. Chesnutt, Charles Waddell, 1858- *reporter.*
- E. I. Vernet, Joseph i. e. Claude Joseph, 1712-1798, *illus.*
- II. Hue, Jean François, 1751-1823, *illus.*
- F. I. Florence. Santa Croce (*Monastery*)

**GEOGRAPHIC HEADINGS.**

(Rule 7, printed Jan. 8, 1904—To supplement Cutter, § 33-35)

The following classes of geographic divisions are entered under the name of the place, followed by the name of the country (*not by the name of the province or smaller division*):

1. City, town, borough, commune, etc.
2. County, "arrondissement," etc.
3. State, province, "département," etc.

**EXAMPLES:**

Alexandria, *Egypt.*  
 Alexandria, *Scotland.*  
 Alpes, Hautes-, *France (Dept.)*  
 Alpes-Maritimes, *France (Dept.)*  
 Cork, *Ireland (City)*  
 Cork, *Ireland (County)*  
 Cumberland, *Eng.*  
 Victoria, *Australia (Province)*

**EXCEPTIONS:**

1. *City, town, borough, commune, etc.*  
 (a) Enter largest or best known city of its name without further designation, *e. g.*:  
     Chicago.  
     London.  
     New York (*City*)  
     Paris.  
     Quebec (*City*)  
     If in doubt, follow with name of country.

\*Subject entries precede and are numbered in Arabic; added entries follow, numbered in Roman.



## GEOGRAPHIC HEADINGS—Continued.

## EXCEPTIONS—Continued.

1. *City, town, borough, commune, etc.*—Continued.

(b) Enter towns, etc., in the United States as follows:

Bayonne, N. J.

not Bayonne, U. S. (N. J.)

2. *County, "arrondissement," etc.*

Enter counties in the United States as follows:

Washington Co., Ohio.

Washington Co., Pa.

Washington Co., Wt.

Two or more places of the same name in a given country or state are to be distinguished by the addition, in curves, of the name of the province, "département," county, etc., of the place in question, *e. g.*:

Athies, France (*Aisne*)Athies, France (*Pas-de-Calais*)Athies, France (*Somme*)Bradford, Eng. (*Deronshire*)Bradford, Eng. (*Northumberland: Berwick-upon-Tweed dir.*)Bradford, Eng. (*Northumberland: Wansbeck dir.*)Bradford, Eng. (*Yorkshire*)Templemore, Ire. (*Co. Mayo*)Templemore, Ire. (*Co. Tipperary*)Victoria, Can. (*Alberta*)Victoria, Can. (*B. C.*)Washington, Eng. (*Durham*)Washington, Ohio (*Fayette Co.*)Washington, Ohio (*Guernsey Co.*)

## TREATIES, and negotiations with foreign powers.

(Rule 8, printed Jan. 8, 1904—Augmenting A. L. A. rules, Advance edition, § 13)

Enter treaties under the first party named on the title-page, with sub-heading: *Treaties, etc.*, and with added entry under the other party or parties. References are to be made from the name of the place when the treaty is commonly called by that name, and from any other usual appellation.

Added entries are to be made, when necessary, for the countries, with sub-headings: *Dept. of state; Foreign office; Ministère des affaires étrangères*, etc., and for editors, compilers, translators, etc.

The entries under the different countries are to be arranged in two general groups:

## I. Collections.

## II. Chronological series.

*cf.* British museum Catalogue—England, col. 297-343.

## EXAMPLES:

I. France. *Treaties, etc.*U. S. *Treaties, etc.*II. France. *Treaties, etc., 1380-1422 (Charles VI)*France. *Treaties, etc., 1899-1906 (Loubet)*Gt. Brit. *Treaties, etc., 1509-1547 (Henry VIII)*Gt. Brit. *Treaties, etc., 1643-1658 (Cromwell)*U. S. *Treaties, etc., 1861-1865 (Lincoln)*

## TRANSLITERATION—*Modern Greek.*

(Rule 11, printed Jan. 26, 1905)

A, α = A, a	I, ι = I, i	‘P, ρ = Rh, rh (see note)
B, β = B, b (see note)	K, κ = K, k	Σ, σ = S, s
Γ, γ = G, g (γ before γ, α, χ = n)	Λ, λ = L, l	T, τ = T, t
Δ, δ = D, d	M, μ = M, m	Υ, υ = Y, y
E, ε = E, e	N, ν = N, n	Φ, φ = Ph, ph
Z, ζ = Z, z	Ξ, ξ = X, x	X, χ = Ch, ch (see note)
H, η = Ē, ē (see note)	O, ο = O, o	Ψ, ψ = Ps, ps
Θ, θ = Th, th	Π, π = P, p (see note)	Ω, ω = Ō, ō

Αι, αι = Ai, ai    Αῦ, αῦ = Ay, ay    Ηυ, ηυ = Ēu, ēu  
 Αυ, αυ = Au, au    Ευ, ευ = Eu, eu    Ου, ου = Ou, ou

Spiritus asper (‘) = h; *e. g.* ‘Εταιρία = Hetairia.

NOTE.—Certain exceptions are reserved. Names of Greek writers who have published books in any of the western European languages and are better known under a form of name transliterated differently may be given in that form. The exceptions involve chiefly the transliteration of the following letters:

1. B, β transliterated by V, v.
  2. ‘P, ρ transliterated by R, r only.
  3. X, χ transliterated by H, h.
  4. H, η transliterated by I, i.
  5. π (after μ) transliterated by b.
- e. g.* Βλάχος = Vlachos; ‘Ραγκαβής = Rankabēs (Rangabé); Σαραλάμης = Haralambis.

## IMPRINT.

(Rule 12, printed Aug. 30, 1905—Supplementing A. L. A. Advance ed., sect. 61-66; Cutter, 4th ed., sect. 257-275)

The imprint is to be given in the following order: 1st, place; 2d, publisher, printer, or bookseller; 3d, date.

Certain works such as incunabula and the like are excepted, when for special reasons the imprint is best given in a form and order suited to the peculiarities of the case.

The actual place of publication, if ascertainable, is always to be given, whether it appears on the t.-p. or not. In the latter case it is to be added in brackets after the imprint as found on the t.-p.

1. *Books published in the United States.*—When more than two places and publishers are named on the t.-p., give the first-named place and publisher, followed by one other, the choice of the latter being determined by the relative importance of the several places and publishers, New York or Boston to be preferred.

### Examples.

When the t.-p. reads:

Published by J. A. Bancroft & co., Philadelphia, J. W. Schermerhorn & co., New York, C. G. Cooke, Boston, Hendricks & Potter, St. Louis, Speakman & Proctor, Chicago, 1867.

Give: Philadelphia, J. A. Bancroft & co.; New York, J. W. Schermerhorn & co.; etc., etc., 1867.

## IMPRINT—Continued.

But if the t.-p. reads :

Leach, Shewell & Sanborn, Boston, New York, Chicago, 1890.  
*Give:* Boston, New York [etc.] Leach, Shewell & Sanborn, 1890.

Or, if the t.-p. reads :

Buffalo, Chicago, New York, Charles Wells Moulton, 1890.  
*Give:* Buffalo, New York [etc.] C. W. Moulton, 1890.

2. *Books published abroad.*—If more than one place and publisher be named on the t.-p., give the first, followed by [etc., etc.], unless one of the others, usually distinguished by position or type, is known to be the actual place of publication. In that case the latter is to be given first.

If, in addition to the foreign places named on the t.-p., one or more places in the United States be given, the cataloger shall include one of the latter, preferably New York.

## Examples.

When the t.-p. reads :

London, David Nutt, Dulau & co., Sampson Low & co. Agencies for America : New York, E. Steiger & co., The International co., Chicago, Muhlbauer & Behrle, Boston, Charles Schönhof. HEIDELBERG, JULIUS GROOS, 1890.

*Give:* Heidelberg, J. Groos ; New York, E. Steiger & co. ; [etc., etc.] 1890.

When the t.-p. reads :

Paris, Goupil & c<sup>ie</sup> ; London, Simpkin, Marshall, Hamilton, Kent & co., ltd., 1898.

*Give:* Paris, Goupil & c<sup>ie</sup> ; [etc., etc.] 1898.

If the t.-p. reads :

The Société universelle lyrique, London, Paris, Berlin, Philadelphia, 1899.

*Give:* London, Philadelphia [etc.] The Société universelle lyrique, 1899.

3. *Two or more places and publishers.*—Indicate the omission of both a place and publisher by [etc., etc.], immediately preceding date and separated from the last-named publisher by a semicolon.

## Example.

When the t.-p. reads :

Published by J. A. Bancroft & co., Philadelphia, J. W. Schermerhorn & co., New York, C. G. Cooke, Boston, Hendricks & Potter, St. Louis, Speakman & Proctor, Chicago, 1867.

*Give:* Philadelphia, J. A. Bancroft & co. ; New York, J. W. Schermerhorn & co. ; [etc., etc.] 1867.

*See also* illustration under 2. *Books published abroad.*

4. *Two or more places, publisher the same.*—Indicate the omission of a place from the imprint by [etc.] after the last place given.

## Examples.

When the t.-p. reads :

Buffalo, Chicago, New York, Charles Wells Moulton, 1886.

*Give:* Buffalo, New York [etc.] C. W. Moulton.

## IMPRINT—Continued.

Or, if the t.-p. reads:

The Société universelle lyrique, London, Paris, Berlin, Philadelphia, 1899.

Give: London, Philadelphia etc.; The Société universelle lyrique, 1899.

5. *One place with two or more publishers.*—Indicate the omission of a publisher's name by [etc.] after the last name given.

Example.

When the t.-p. reads:

London, David Nutt, Dulau & co., Sampson Low & co., 1890.

Give: London, D. Nutt etc.; 1890.

6. *Two places connected by and, und, et, etc., dash (—) or other device, with publisher's name either preceding or following.*—Give imprint in the usual order and include the conjunction:

Leipzig und Wien. Bibliographisches institut. 1900.

Arnhem-Nijmegen, E. & M. Cohen, 1899.

7. *Public documents.*—In state and city publications, especially those of serial character, when there are frequent changes of place and publisher (or printer), omit publisher. Give the name of the first-mentioned place, followed by etc., using pencil when the first volume of the series is lacking. *cf.* Rule for Periodicals.

8. *Imprints without publisher's or printer's name.*—If the name of neither publisher nor printer appears on the t.-p. but the printer's name is given on the verso of the t.-p., at the end of the volume, or elsewhere in the book, this information is to be supplied in brackets even though the name of the publisher is ascertainable. Thus, if the volume has only "Washington, 1882" as imprint, but on the verso of the t.-p. "Baltimore, W. K. Boyle, printer,"

Give: Washington [Baltimore, W. K. Boyle, printer, 1882]

If, on the contrary, the t.-p. has a full imprint, as "New York, The Macmillan company, 1898," and on the verso "New Era printing co., Lancaster, Penna.," no notice of the latter is ordinarily to be taken in cataloging. When bibliographically important or otherwise of interest, the printer's name should be added; as:

London, N. Trübner, Colombo, S. J. A. Sioen, printer,  
Paris, Dentu, Guernsey, Imprimerie universelle.

9. *Addition of name of state or country after place of publication.*—When the place of publication is not well known or is one of several cities of the same name, the cataloger should add the abbreviation of the state or country, bracketing it if it does not appear on the t.-p.; as:

Amherstburg, Ont.; Boone, N. Y.; Boone, Ga.

It is unnecessary to add state or country abbreviations after the names of the principal cities, as New York, Philadelphia, London, Paris, etc., though they are to be given if they occur on the t.-p.

## IMPRINT—Continued.

- h. *Dissertations*.—a. Follow t.-p., giving place, printer's (respectively publisher's) name in shortest form, and date. b. When place and date (without publisher or printer) are followed by printer's address, *i. e.* by another place with printer's name, give only the first; *e. g.*

a. Halle a. S., Druck von E. Karras, 1898.

Giessen, Münchow'sche hof- und universitäts-druckerei (O. Kindt) 1903.

b. Leipzig, W. Engelmann, 1899.

not Leipzig, W. Engelmann, Hofbuchdruckerei S. Geibel in Altenburg, 1899.

Leipzig, 1898.

not Leipzig, 1898. Druck von C. H. Schulze & co. in Gräfenhainichen.

- i. *Fictitious imprints*.—Give imprint as found on t.-p., followed by actual imprint in brackets, as follows:

Paris, Imprimerie Vincent, 1798 *i. e.* Bruxelles, Moens, 1883,

Imaginary imprints are to be treated as part of the title of the work, when the real imprint can be ascertained, the latter following in brackets in the usual position; as,

Morande, Charles Thévenot de, b. 1748.

Le gazetier cuirassé, ou, Anecdotes scandaleuses de la cour de France. Imprimé à cent lieues de la Bastille. Londres, 1771.

- j. If the place or publisher varies in the different volumes of a set, the fact is to be stated in a note.
- k. *Books privately printed*.—Give the statement that a book is privately printed as it appears on the t.-p. If the statement does not appear on the t.-p. it is to be supplied in a note.
- l. *Language of imprint*.—The imprint is to be given as found on the t.-p. and is neither to be translated nor transliterated.

## Date.

- m. *Undated t.-p.*—When there is no date on the t.-p., but the preface is dated, give the date of the latter preceded by "pref." and enclosed within brackets; as, New York, E. Steiger [pref. 1892]

If, however, it is possible to ascertain the actual date of publication from other sources, this date is to be given in the imprint within brackets, the date of the preface being given in a note only when there is a wide discrepancy between it and the ascertained date of publication.

- n. *Irregularly dated t.-p.*—When the work consists of many volumes with different dates, whether of the same or of different editions, give in the imprint the inclusive dates separated by a dash and state in a note or in contents the dates of the individual volumes and the numbers of their respective editions.

## Example:

Bancroft, George, 1800-1891.

History of the United States from the discovery of the American continent. Boston, Little, Brown & co., 1838-74.

10 v. 22½".

v. 1, 15th ed., 1857; v. 2, 4th ed., 1838; v. 3, 3d ed., 1840; v. 4-10, 1852-74.

**IMPRINT—Continued.**

When only one volume (*e. g.* the first one) is irregularly dated as in the case of collected works with an introductory volume issued after the others, the date may be given in the following form:

1876-79 (v. 1, '79)

When there are only two volumes in a work give the dates in the order of the volumes, separated by a comma in place of the usual dash. Thus:

Collignon, Édouard ; *c.* Romain Charles Édouard, 1831-  
Cours de mécanique appliquée aux constructions .... Paris, Dunod,  
1885, '80.  
2 v. tables, diagrs. 244<sup>cm</sup>.  
1. ptie : 3. éd.; 2. ptie : 2. éd. rev. et augm.

3. *Copyright dates*.—a. When there is no date on the t.-p. of a copyrighted book, give the date of copyright in imprint, preceded by a superior "c" and bracketed; as,

New York, H. Holt & co. [1894]

It is not usually necessary to do this in the case of current publications when the exact year of issue is known from other sources.

- b. If the date of the copyright entry is earlier than the date of issue, the former need only be given in exceptional cases, for instance when the existence and date of an earlier (first) issue or edition have not been definitely established, or when a more precise date can not be given.

Examples:

- a. When the t.-p. is dated, write: 1902 \*1899.  
b. When the t.-p. is not dated, but bears copyright notice, write:  
1902 \*1873.  
c. When there is no date on the t.-p. and the date of copyright printed on the verso of t.-p. differs from that furnished by the records of the Copyright office, give the former in the imprint and the latter in a note.

**DISSERTATIONS.**

(Rule 13, printed Aug. 21, 1906—Supplementing A. L. A. Advance ed., sect. 39;  
Cutter, 2d ed., sect. 6)

The title-pages of dissertations generally embody a more or less uniform statement in regard to the faculty or institution before which the thesis is presented, and of the degree for which the author is a candidate. It is unnecessary to repeat this statement in full in every title. The essential parts can best be given in a note. See examples under the rule which follows.

The title is to be given in the briefest form, omitting author's name, etc.

Notes 1.—Rules 10 and 11 printed in July 25 and Nov. 12, 1902, on abbreviations and omissions are therefore not in effect in case of dissertations.

Notes 2.—The dissertation is a text edition by the candidate for a degree and is entered under the author or editor of that text. The name of the editor, author of the dissertation, is not to be printed.

Notes 3.—Check entries under the name of the author of all American dissertations under the heading *Dissertations, American*. These cards are to be printed with the edition and no catalog.

## DISSERTATIONS—Continued.

Examples illustrating form of entry and of the note of thesis, dissertation, etc.:

## a. American dissertations.

1. Stockard, Sallie Walker,  
The history of Alamance ... Raleigh, N. C., Capital printing company, 1900.  
166 p., front., pl., ports. 23<sup>cm</sup>.  
Thesis (M. A.)—University of North Carolina.
2. Philoxenus, *bp. of Mabbogh*.  
Three letters of Philoxenus, bishop of Mabbogh (485-519) ... ed. from Syriac manuscripts ... by Arthur Adolphe Vaschalde ... Rome, Tip. della R. Accad. dei Lincei, 1902.  
xv, 190 p., 1 l. 25<sup>cm</sup>.  
Thesis (Ph. D.)—Catholic university of America, Washington, D. C.

## b. French and Belgian dissertations.

- Moutin, Lucien, 1855-  
Du diagnostic de la suggestibilité. Paris, 1896.  
110 p. 25<sup>cm</sup>.  
Thèse—Univ. de Paris.

NOTE.—If there are two universities in a city, they are to be distinguished by their respective names. Consult *Minerva* and *Catalogue des thèses*, e. g. Thèse—Univ. de Paris. Thèse—Institut catholique, Paris.

## c. German dissertations.

1. Weber, Ludwig Felix, 1879-  
Märchen und schwank. Eine stilkritische studie zur volkedichtung ... Kiel, Druck von H. Fiencke, 1904.  
2 p. l., 82, [2] p. 23½<sup>cm</sup>.  
Inaug.-diss.—Kiel.
2. Apocalypsis Anastasiae.  
Apocalypsis Anastasiae; edidit Rudolfus Homborg ... Lipsiae, typis B. G. Teubneri, 1903.  
xv, 26 p., 1 l. 17½<sup>cm</sup>.  
Inaug.-diss.—Leipzig.

## d. Dutch dissertations.

- Westrate, Hendrik Abraham.  
Gelderland in den patriottentijd ... Arnhem, P. Gouda Quint, 1903.  
xv, 373, [4] p. 16½<sup>cm</sup>.  
Proefschrift—Utrecht.

## e. Swedish dissertations.

- Sandgren, Magnus i. e. Sven Axel Magnus, 1859-  
Till historien om statshvåfningarna i Sverige 1809. Göteborg, Göteborgs Handelstidnings aktiebolags tryckeri, 1890.  
2 p. l., 86 p. 26½<sup>cm</sup>.  
Akademisk afhandling—Upsala.

- f. Treat like other books the dissertations of other countries (Norwegian, Danish, etc.) the title-pages of which do not contain a generally uniform statement of thesis or degree. Whenever the latter statement appears on the title-page and the connection permits its separation from the title, it is to be given in a note, to consist preferably of the word *thesis* followed by the name of the university, e. g.

Thesis—Copenhagen.

For form of imprint see Suppl. rule no. 12 (Imprint—10)



**MONASTERIES, ABBEYS, CONVENTS, ETC.**

(Rule 14, printed Aug. 30, 1905—Supplementing A. L. A. Advance ed., sect. 32; Cutter, 4th ed., sect. 83.)

- a. Enter monasteries, convents, abbeys, priories, etc., which are located in a city or town under the name of the latter and refer from the name of the institution.

Examples:

1. Angers, France. Saint Aubin (*Benedictine abbey*)
2. Kérimy, France. Beauport (*Premonstratensian monastery*)
3. Vienna. U. L. F. zu den Schotten (*Benedictine abbey*)

- b. When a village or town has grown up around a monastic institution and bears the same name as the latter, the entry is to take the following form:

1. Gorze, Alsace-Lorraine (*Benedictine abbey*)
2. Clairmarais, France (*Cistercian abbey*)
3. Fulda, Ger. (*Benedictine monastery*)
4. Einsiedeln, Switzerland (*Benedictine monastery*)
5. St. Gall, Switzerland (*Benedictine monastery*)

As distinct from

- Fulda, Ger. (*City*)  
Einsiedeln, Switzerland (*City*)  
St. Gall, Switzerland (*Canton*)  
St. Gall, Switzerland (*City*)

- c. A monastery or other monastic institution not located in a city, town, or village is to be entered under its name.

Examples:

1. La Grande Chartreuse (*Monastery*)
2. Bertaud, Notre-Dame de (*Carthusian monastery*)

- d. Enter British abbeys, priories, etc., as follows:

Bury St. Edmunds (*Abbey*)  
Ely monastery.  
Tintern abbey.

**INDIAN SCHOOLS.**

(Rule 15, printed Aug. 30, 1905—Supplementing A. L. A. Advance ed., sect. 21 & 36; Cutter, 4th ed., sect. 69 & 87)

Enter Indian schools of the U. S. Indian service and denominational and private schools which receive government support, under the name of the place where located. (*cf.* Information and lists of schools in the Reports of the Commissioner of Indian affairs)

Refer from the name of the school and from the subject-heading: Indians of North America—Education.

EXAMPLES OF SCHOOLS:

- Carlisle, Pa. Indian industrial school.  
Hampton, Va. Normal and agricultural institute.  
Lawrence, Kan. Haskell institute.  
Pipestone, Minn. Indian training school.  
Tomah, Wis. Indian industrial school.  
Phoenix, Ariz. United States industrial school.  
Riverside, Cal. Indian industrial school.  
Greenville, Cal. Indian industrial school.  
Morris, Minn. Indian school.

## INDIAN SCHOOLS—Continued.

Private Indian schools not a part of the U. S. Indian service and not receiving government support are to be entered according to the general rule for Private schools. (cf. Rules for corporate entry, reprinted from Library journal, Feb. 1905, sect. 25)

## SOCIETIES (Added entries)

(Rule 16, printed Aug. 30, 1905).

1. Form headings : All the publications of a society are to have added entry under the form headings

- (a) Societies ;
- (b) Learned institutions and societies.

(The latter a subheading under name of country or place where the society's headquarters are located)

These form entries are to be filed in public catalog only.

2. Subject headings : Collections, memoirs, reports, transactions, etc., of societies or institutions are to be entered under the name of the subject or subjects of which they treat, the subdivision Societies being added in the heading.

(The charter, constitution, by-laws, lists of members, and similar publications which contain as a rule little or no matter dealing with those subjects and relate almost exclusively to the organization or management of a society are therefore not to be entered under subject)

## Example :

The Constitution, By-laws, Papers and proceedings of the American economic association will *all* have added entry under the *form* headings

- (a) Societies.
- (b) U. S.—Learned institutions and societies.

But only the Papers and proceedings will appear under the *subject* heading

- (c) Economics—Societies.

3. Works *about* societies, *e. g.* a history or bibliography of societies of a particular class or kind, are to be entered as follows :

Chemical societies.	( <i>not</i> Chemistry—Societies)
Entomological societies—Bibl.	( <i>not</i> Insects—Societies—Bibl.)
Ornithological societies—Bibl.	( <i>not</i> Birds—Societies—Bibl.)

## Example :

Bolton's "Chemical societies of the nineteenth century" will appear under

Chemical societies—Bibl.

These headings may be subdivided by country or locality when necessary, *e. g.*

Deniker's "Bibliographie des travaux scientif. pub. par les sociétés savantes de la France" will appear under

1. Scientific societies—France—Bibl.
2. France—Learned institutions and societies—Bibl.

